



## Office of Student Teaching and Clinical Experience SERVICE-LEARNING/CLINICAL EXPERIENCE PACKET

The Florida Department of Education (FLDOE) requires that all students pursuing a teacher education degree complete clinical experiences throughout the program. For the purpose of the School of Education (SOE) at MDC, service-learning/clinical experience hours is defined as a “teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities” (<http://www.fldoe.org/family/whatis.asp>).

Following FLDOE regulations, students **enrolled in EDF1005 (Introduction to the Teaching Profession) and/or EDF2085 (Introduction to Diversity)** must complete a minimum of fifteen (15) face-to-face service-learning/clinical experience hours in K-12 schools. These classroom settings must represent diverse populations where the Florida Educator Accomplished Practices (FEAPs), the Sunshine State Standards, and the Florida Educator Competencies are evident. Students are expected to systematically observe and analyze information in the field settings as well as to participate and assist with any activity benefiting the learners and the community, while reflecting on the introduced FEAPs and their application to each particular course.

All students participating in service-learning/clinical experience hours for EDF1005 and EDF2085 should visit the web-based application system at [www.mdc.edu/ccj](http://www.mdc.edu/ccj) for instructions and documentation requirements. This system is managed by the Center for Community Involvement (CCI) and students need to contact their campus office if they have any problems with **online registration**. For site selection, please visit [www.dadeschools.net](http://www.dadeschools.net) for a list of approved schools in Dade County.

Students must ensure to document their service-learning/clinical experiences by completing all required documentation: the Service-Learning Contract, Hour Report and Agency Evaluation form. They are also required to evaluate the program by completing an online Student Satisfaction survey. **No student will receive a passing grade without having completed the service-learning/clinical experience hour requirement and submitting the required documentation on time. (See pp. 3-4)**

### **\*\*\* IMPORTANT NOTES \*\*\***

- 1. Service-learning/clinical experience WILL NOT be allowed outside of Dade County.**
- 2. All M-DCPS are approved schools for service-learning/clinical experience hours. Private schools are NOT.**
- 3. Fingerprinting MUST be done immediately upon registering for the course. Results usually take from two to three weeks. Please contact [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu) if you have any questions.**
- 4. An incomplete “I” grade will NOT be given for not clearing your fingerprint and background check for your course’s clinical experience/service-learning hours.**

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### SOE INSTRUCTORS' INSTRUCTIONS - EDF 1005 , EDF 2085

#### Process for Service-learning and SOE Service-learning Contract:

1. Representatives from the Center for Community Involvement (CCI) conduct presentations in EDF 1005 and 2085 during the first or second course meetings.
2. Students register online via [www.mdc.edu/ccj](http://www.mdc.edu/ccj), print out the Service-learning contract and all other forms directly from the website (not from the packet); select school from the M-DCPS website, contact school and obtain signature from the M-DCPS school's administrator.
3. Students submit signed Service-learning Contract to SOE Instructor.
4. Instructor forwards Service-Learning Contract to CCI.
5. CCI provides a report on all students registered to the Instructors and to the Office of Student Teaching.
6. Students complete the service-learning/clinical experience hours.
7. Students submit their hour reports and evaluation as directed by the SOE instructor.
8. Instructor acknowledges student completion of hours for final grade.
9. Instructor submits documentation of student completion of hours and school evaluation forms to CCI two weeks before the end of the term.
10. CCI provides student certificates to the SOE instructors two weeks before the end of the term.
11. Students complete an online survey for service-learning/clinical experience hours meeting before the end of term.



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### STUDENT INSTRUCTIONS - EDF 1005, EDF 2085

1. You **MUST BE** fingerprinted as soon as you register in EDF 1005, EDF 2085 in order to get the required clearance card to be allowed to complete your service-learning/clinical experience hours in Miami-Dade County Public Schools (M-DCPS). Before the course starts, your instructor will provide you with a fingerprinting packet by e-mail that includes the procedures to follow for fingerprinting and clearance purposes. **An incomplete "I" grade will NOT be given for not clearing your fingerprint and background check.**
2. Identify the school zip code where you would like to complete your SOE service-learning/clinical experience requirements from the list of Miami-Dade County Public Schools website at [www.dadeschools.net](http://www.dadeschools.net). Service-learning/clinical experience hours/ will **NOT** be allowed at private schools.
3. Register on-line for SOE service-learning/clinical experience hours by visiting [www.mdc.edu/cci](http://www.mdc.edu/cci). Follow the web-based instructions to complete the online student application. Make sure to print the required paperwork (p. 6). You will secure your placement when the Service-Learning Contract is signed by the school administrator.
4. You can find all required service-learning/clinical experience hours' documentation online and must complete and return all forms to your instructor for approval/signature. Required paperwork includes:
  - i. **Service-Learning Contract** – Contract to secure placement with the school. Requires the school supervisor's approval and it is due to the SOE Instructor immediately after acquiring your fingerprinting clearance card, which allows you to start your hours at the school.
  - ii. **Service-Learning Hour Report & Student Evaluation** – To keep a record of the hours served on a weekly basis. The completed form needs to be returned to the SOE instructor two weeks before the end of the term. Your supervising teacher will evaluate your performance while you are completing your service-learning/clinical experience. This form is due two weeks before the end of the term.
  - iii. **Student Satisfaction Survey** – The on-line survey is found by logging into [www.mdc.edu/cci](http://www.mdc.edu/cci) website. It is due when you turn in your hours and/or two weeks before the end of the term.
5. The SOE Instructor or will review and sign all documentation to acknowledge student's completion of the program.
6. The SOE Instructor will submit all documents to CCI two weeks before the end of term.



## Office of Student Teaching and Clinical experience SERVICE-LEARNING/CLINICAL EXPERIENCE PACKET

### CONTACT INFORMATION

#### I- SCHOOL OF EDUCATION:

- Dr. S. Neimand, Director, School of Education, 305-237-6162, [sneimand@mdc.edu](mailto:sneimand@mdc.edu)
- Dr. M. Zapata, Chair, Teacher Education Program, 305-237-6567, [mzapata1@mdc.edu](mailto:mzapata1@mdc.edu)
- Ms. Ludy Quiles, Director, Student Teaching and Clinical Experience, 305-237-6373, [lquilesa@mdc.edu](mailto:lquilesa@mdc.edu)
- Fingerprinting Office: 305-237-6653, [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu)

#### II- CENTER FOR COMMUNITY INVOLVEMENT:

- **EEC Center/Campus-** Director: Harold Silva, 305-237-8358, [hsilva@mdc.edu](mailto:hsilva@mdc.edu)
- **Hialeah Campus-** Coordinator: Kerri-Anne Nesbeth, 305-237-8858, [kerri-anne.nesbeth@mdc.edu](mailto:kerri-anne.nesbeth@mdc.edu); Director: Harold Silva, 305-237-8358, [hsilva@mdc.edu](mailto:hsilva@mdc.edu)
- **Homestead Campus-** Coordinator: Linda Berzofsky, [lberzofs@mdc.edu](mailto:lberzofs@mdc.edu), 305-237-5205  
Director: Ossie Hanauer; 305-237-0631; [ohanauer@mdc.edu](mailto:ohanauer@mdc.edu)
- **InterAmerican Campus-** Coordinator: Christina Sudduth, 305-237-6734, [christina.sudduth@mdc.edu](mailto:christina.sudduth@mdc.edu)  
Director: Tamica Ramos, 305-237-7470, [tramos@mdc.edu](mailto:tramos@mdc.edu)
- **Kendall Campus-** Coordinator: Tess Pahl; 305-237-2692, [tpahl@mdc.edu](mailto:tpahl@mdc.edu)  
Director: Ossie Hanauer, 305-237-0631, [ohanauer@mdc.edu](mailto:ohanauer@mdc.edu)
- **North Campus-** Coordinator: Tonya Thomas; 305-237-8380; [tonya.thomas@mdc.edu](mailto:tonya.thomas@mdc.edu)  
Director: Harold Silva, 305-237-8358, [hsilvaa@mdc.edu](mailto:hsilvaa@mdc.edu)
- **West Campus-** Coordinator: Kerri-Anne Nesbeth, 305-237-8858, [kerri-anne.nesbeth@mdc.edu](mailto:kerri-anne.nesbeth@mdc.edu)  
Director: Ossie Hanauer, 305-237-0631, [ohanauer@mdc.edu](mailto:ohanauer@mdc.edu)
- **Wolfson Campus-** Coordinator: Michael Brouri, 305-237-3163, [mbrouri@mdc.edu](mailto:mbrouri@mdc.edu)  
Director: Tamica Ramos, 305-237-7470, [tramos@mdc.edu](mailto:tramos@mdc.edu)
- **College-Wide -** Coordinator: Jo Anne Zarowny; 305-237-3530, [jzarowny@mdc.edu](mailto:jzarowny@mdc.edu)  
Director: Josh Young, 305-237-7477, [jyoung@mdc.edu](mailto:jyoung@mdc.edu)

**Website: [www.mdc.edu/cci](http://www.mdc.edu/cci)**

## Service-Learning Web-based Application Instructions Education Students

All students participating in Service-Learning should use the web-based application system. The system is managed by the Center for Community Involvement so if you have any problems contact your campus office (see below).

1. Go to [www.mdc.edu/cci](http://www.mdc.edu/cci) and click on "SERVICE-LEARNING WEB-BASED STUDENT APPLICATION."
2. Enter your "myMDC Account ID" and your "Password" (Note: A more detailed user guide is available by selecting "Help" next to where you entered your password).
3. Select "Start New Application."
4. Select the class for which you are participating in service-learning, and complete any missing information about yourself (gender, cell, e-mail address).
5. Select "Proceed to School Selection."
6. Select the school where you will complete your service-learnin/clinical experience hours.  
**Note: All SOE service-learning/clinical experience hours must be completed in a Miami-Dade County Public School.**
6. Once you have chosen your school, select "Submit Application & Finish."
7. Print the "**Service-Learning Placement Confirmation Agreement**," take it to the school where you are going to complete your hours, and fill it out with your supervisor.
9. Submit the signed "Service-Learning Placement Confirmation Agreement" to your instructor or your campus Center for Community Involvement (if instructed by your instructor) no later than your instructor's deadline so your placement can be changed from "Pending" to "Approved."  
**Deadline:** \_\_\_\_\_
10. Print the "**SL Hour Report & Student Evaluation**" form by clicking on the link provided. With these forms, keep track of your hours, and have your supervisor complete the evaluation section at the end of your service. The form must be submitted by your instructor's deadline (generally two weeks before the end of the term). **Deadline:** \_\_\_\_\_
11. Return to [www.mdc.edu/cci](http://www.mdc.edu/cci) and click on "SERVICE-LEARNING WEB-BASED STUDENT APPLICATION" to complete the on-line "**Student Satisfaction Questionnaire**" two weeks before the end of the semester.  
**Deadline:** \_\_\_\_\_

**\*In order to ensure that you receive credit for your project, all paperwork must be submitted on time!!!\***

**Questions:** Contact the Center for Community Involvement

Wolfson Campus  
305-237-3848  
Room: 3410

Kendall Campus  
305-237-0859  
Room 3224

Homestead Campus  
305-237-5205  
Room: A108

West Campus  
305-237- 8858  
Room: 1204

North Campus  
305-237-1820  
Room: 1165

Hialeah Campus  
305-237-8858  
Room: 1415-2

Medical Campus  
305-237-4291  
Room: 1303-7

InterAmerican Campus  
305-237-6734  
Room: 3210



## Office of Student Teaching and Clinical experience SERVICE-LEARNING/CLINICAL EXPERIENCE PACKET

### FREQUENTLY ASKED QUESTIONS

1. **How many hours of SOE service-learning/clinical experience are required?** Fifteen hours of SOE service-learning/clinical experience hours are required for each course, EDF 1005 and EDF 2085.
2. **Where does this requirement come from and what exactly is required?** The Florida Department of Education requires that all teacher education students complete 15 hours of **SOE** service-learning/clinical experience hours for EDF 1005 and EDF 2085.
3. **What placement settings are allowed?** A K-12 classroom setting at any of the Miami-Dade County Public Schools.
4. **What exactly do I do during the 15 hours?** SOE service-learning/clinical experience requires that students systematically observe and analyze information in the field setting as well as participate and assist with any activity benefiting the learners and the community, while reflecting on the introduced FEAPs and their application to each particular course.
5. **Can I complete the SOE service-learning/clinical experience hour requirement in an after-school program?** No, the SOE service-learning/clinical experience hour requirement must be completed during regular school hours under the supervision of a teacher.
6. **Can I complete the SOE service-learning/clinical experience hour requirement in an adult education program?** Yes, as long as it is part of the regular school programming (K-12) and the classroom is supervised by a certified teacher in Dade County.
7. **Can I complete the SOE service-learning/clinical experience hour requirement in a charter school?** Yes, most charter schools fall within the M-DCPS system and are an acceptable placement.
8. **Can I complete the SOE service-learning/field hour requirement outside of Miami Dade County?** No.
9. **How do I locate the school where I can complete the SOE service-learning/clinical experience hour requirement?** For M-DCPS, you may visit <http://www.dadeschools.net/schools/schoolinformation>.
10. **Can I complete the SOE service-learning/clinical experience hour requirement at a school where I work?** In such cases, the required hours must be completed outside of work hours and in an area different from your regular MDCPS school classroom assignment.

11. **Can I complete the SOE service-learning/clinical experience requirement in private school?** No, only at a Miami Dade County Public School.
12. **What happens if I do not complete the SOE service-learning/clinical experience requirement?** When a student is unable to complete the requirements of a course by the end of the semester, the student may be assigned an “Incomplete” or “I” grade. The “I” grade is granted by the instructor if the student has valid reasons for not being able to finish the work. The student and instructor complete an “Agreement for Grade of Incomplete” form, which stipulates the work to be completed for a grade. Students have until the end of the next major term to finish the coursework or a failing grade for the course may be assigned.
13. **I’m taking EDF 1005 and EDF 2085 this semester. Am I required to complete 30 hours?** Yes. You must complete a total of 30 hours (15 hours for EDF 1005 and 15 hours for EDF 2085) and cannot overlap the hours.
14. **Can I complete my SOE service-learning/clinical experience requirement in two or three days?** No, it is recommended that you complete 2 – 3 hours of SOE service-learning/clinical experience each week. The SOE service-learning/clinical experience requirement should be completed over the course of the academic term in order to receive maximum benefit from the experience.
15. **Can I do my service-learning/clinical experience without a clearance card?** NO. Students will need a clearance card in order to enter any M-DCPS.
16. **How do I get fingerprinted and background cleared?** Follow the SOE Fingerprinting and Security Clearance Information packet provided by your instructor via e-mail. You can also request a fingerprinting packet from [fingerprintingSOE@mdc.edu](mailto:fingerprintingSOE@mdc.edu).

Dear Principal or Classroom Teacher:

\_\_\_\_\_, a Miami Dade College student enrolled in EDF1005 Introduction to the Teaching Profession and/or EDF 2085 Introduction to Diversity, is required to complete a minimum of 15 service-learning/clinical experience hours in a school setting under the supervision of a certified teacher. For the purpose of the School of Education (SOE), service-learning/clinical experience is defined as a “teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities” (<http://www.fldoe.org/family/whatis.asp>).

MDC/SOE students should be actively involved with K-12 students in a classroom setting. However, since this student is not a certified teacher, he/she should never be left in charge of a classroom or alone with students. The classroom teacher will be asked to sign off on the Service-Learning Contract confirming that the student will be serving at your school, the Student Hour Report, and will complete the Evaluation of Student at the end of his/her service.

All students in these two courses are required to be fingerprinted and will provide you with a copy of their “Miami Dade College School of Education Security Clearance Information card. This is proof the student has cleared the M-DCPS fingerprinting process (level 2 clearance) and can serve at your school. This student, with his/her level 2 clearance is ready to serve at your school immediately.

If you have any questions regarding the level 2 clearance please contact the Supervisor of the M-DCPS Office of Community Service, Mr. Vincent Dawkins at 305-995-1972, [vsdawkins@dadeschools.net](mailto:vsdawkins@dadeschools.net).

We appreciate your willingness to help this student begin the process of becoming a teacher. Your guidance will be vital to our student’s success.

Cordially,



Mara Zapata, Ph.D.  
Chairperson, Teacher Education Program



# MDC Center for Community Involvement Service-Learning Contract



## Student and Course Information

Student's Name:		Instructor's Name:	
Course ID:	Reference #:	Semester:	Campus:
Phone Number:		E-mail:	

## School Information

School Name:	Contact Person:
Address:	Phone Number:

**Directions: Students must discuss and complete the portion below with the school supervisor. Bring your course syllabus to review with the school supervisor.**

1. Describe the types of activities that you will engage in at the school:
2. How do these activities relate to your service-learning/clinical experience education course?
3. How many hours will you serve at this school? \_\_\_\_\_ Start Date/Orientation: \_\_\_\_\_  
Days and times that you will serve at this school: \_\_\_\_\_

## Contract Agreement

*The Miami Dade College service-learning student agrees to act in a professional manner and to respect the rules and policies governing the school where his/her service-learning project is completed.*

*The school supervisor recognizes the important role that his/her school plays in educating service-learning students and will strive to assign tasks and activities to help enhance student learning. The school agrees to provide the student with appropriate supervision, a safe work environment and to complete student forms in a thoughtful and timely manner.*

**I agree to, and will uphold, the terms of this placement.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Full Name (Printed): \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Submit completed form as directed by your instructor.**





# MDC Center for Community Involvement Student Satisfaction Survey



## SAMPLE- Service-Learning Student Satisfaction Survey

Student Satisfaction Survey - Windows Internet Explorer

https://sivvr.mdc.edu/cvi/Survey.aspx?PID=75505

Miami Dade College

Student Satisfaction Survey

Friday, November 5, 2010 7:17 PM

**Service-Learning Student Satisfaction Survey**

1. Were you satisfied with the help you received in choosing a service-learning placement?

2. Did your service-learning experience have any effect on your career plans?

Please rate your experience with community partner: Campbell Drive Middle School

VS = "Very Satisfied" S = "Satisfied" D = "Dissatisfied" VD = "Very Dissatisfied"

	VS	S	D	VD
3. Helpfulness of agency staff	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4. Adequate orientation and training	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5. Adequate supervision	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6. Meaningful tasks to perform	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7. Recognition of my efforts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Your Overall Service-Learning Experience**

8. OVERALL, HOW WOULD YOU RATE YOUR EXPERIENCE AS A SERVICE-LEARNING STUDENT?

	Great	Good	Fair	Poor
8. OVERALL, HOW WOULD YOU RATE YOUR EXPERIENCE AS A SERVICE-LEARNING STUDENT?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Would You Recommend Your Service-Learning Experience to Your Friends and Classmates?

	Yes	No
9. Would You Recommend Your Service-Learning Experience to Your Friends and Classmates?	<input type="radio"/>	<input type="radio"/>

Please select the response which best reflects your feeling about the statements below.  
SA = "Strongly Agree" A = "Agree" D = "Disagree" SD = "Strongly Disagree"

10. The service I did for this class helped me see how the subject matter I learned can be used in everyday life.

	SA	A	D	SD
10. The service I did for this class helped me see how the subject matter I learned can be used in everyday life.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Done

Local intranet | Protected Mode: Off

100%